

Ton Duc Thang University CENTER FOR APPLIED INFORMATION TECHNOLOGY



Course Lecture

MOS WORD 2016

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- Textbooks

- [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

- [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
- [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University

Chapter 5

APPLYING REFERENCES

Chapter 5. Applying references



5.1 Create footnotes and endnotes

5.2 Create a table of contents


5.3 Create, insert and edit citations

5.4 Insert a bibliography

5.5 Insert captions

5.6 Insert a table of figures

Chapter 5. Applying references

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- 5.1 Create footnotes and endnotes
 - 5.2 Create a table of contents
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 - 5.4 Insert a bibliography
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5.5 Insert captions

1/. Insert captions

1- Insert captions

- **Insert a caption**

The image shows the Microsoft Word interface with the **References** tab selected. The **Insert Caption** button is highlighted. A red arrow points to a photograph of a squirrel, labeled "1". Another red arrow points to the **Insert Caption** button, labeled "2". A third red arrow points to the **Insert Caption** button, labeled "3". A fourth red arrow points to the **Caption** dialog box, labeled "4". A fifth red arrow points to the **Label** dropdown menu, labeled "5". A sixth red arrow points to the **Position** dropdown menu, labeled "6". A seventh red arrow points to the **Numbering...** button, labeled "7". An eighth red arrow points to the **OK** button, labeled "8".

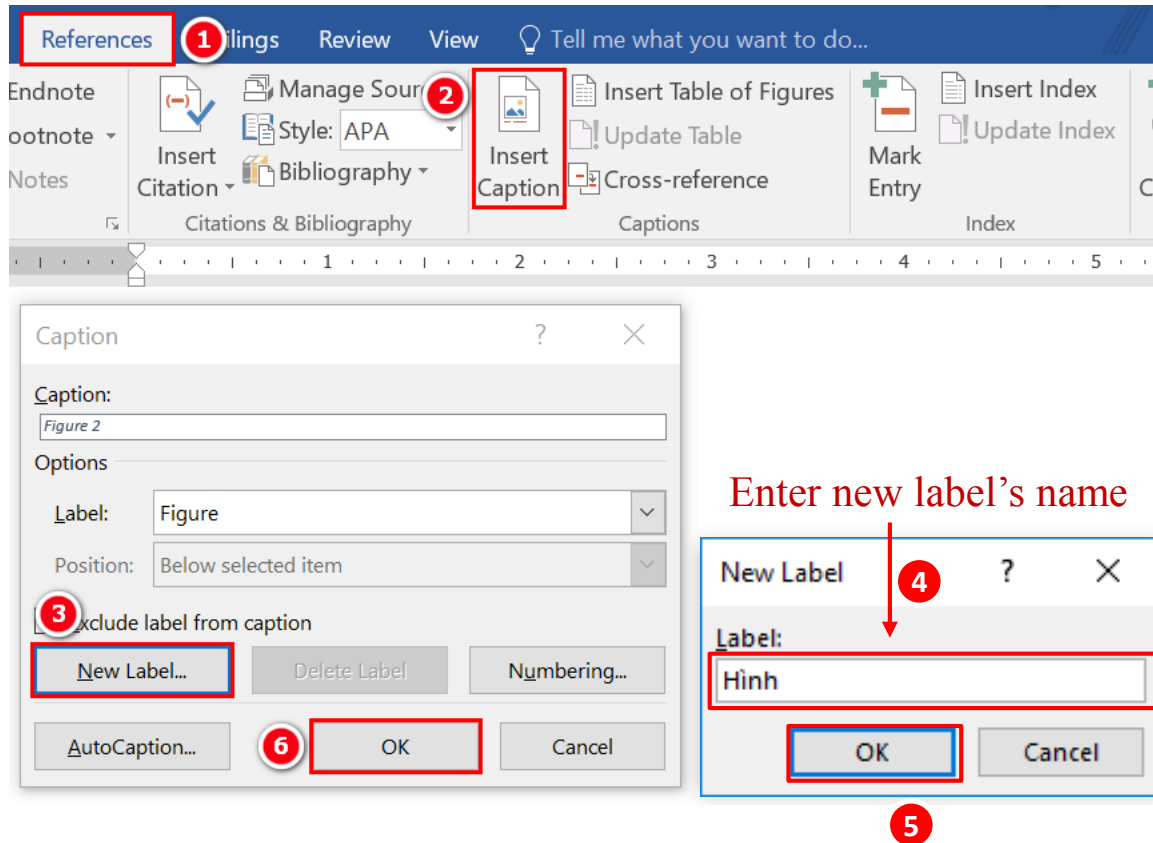
The **Caption** dialog box is open, showing the following options:

- Caption:** Figure 1: Mùa đông không lạnh
- Options:**
 - Label:** Figure
 - Position:** Below selected item
 - ☐ Exclude label from caption
 - New Label...** (button)
 - Delete Label...** (button)
 - Numbering...** (button)
 - AutoCaption...** (button)
 - OK** (button)
 - Cancel** (button)

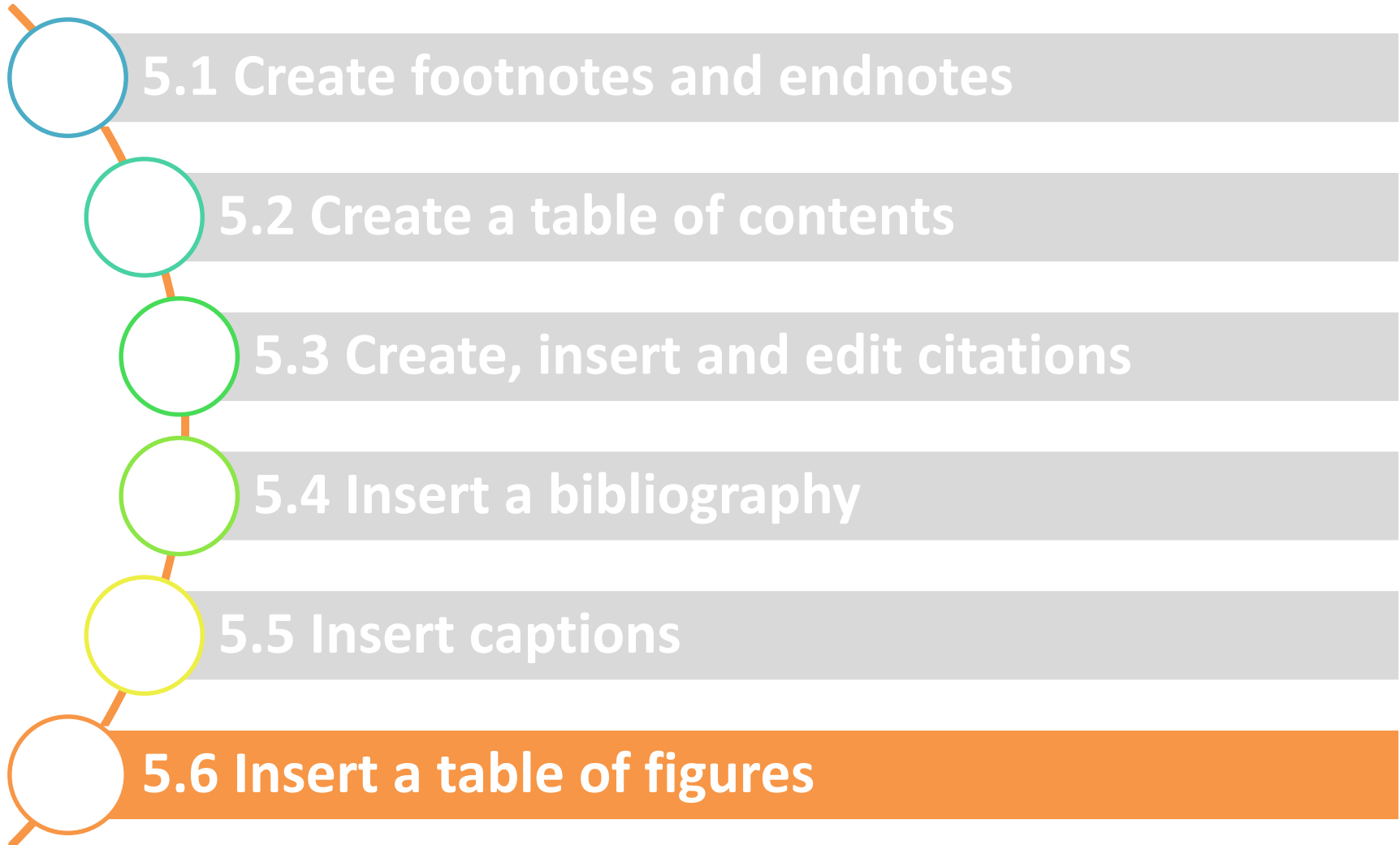
The final result is a photograph of a squirrel with the caption "Figure 1: Mùa đông không lạnh" below it.

1- Insert captions

- Create a custom label for captions



Chapter 5. Applying references

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5.6 Insert a table of figures

1/. Insert a table of figures

1- Insert a table of figures

• Insert a table of figures

The screenshot shows the Microsoft Word interface with the **References** tab selected. The **Insert Table of Figures** button is highlighted with a red box and a circled number 3. The **Table of Figures** dialog box is open, showing the **Table of Figures** tab. The dialog box contains a list of figures with their page numbers, a **Web Preview** section, and various options for formatting the table of figures.

Annotations and their corresponding numbers:

- 1: Click the position to insert a table of figures (points to the cursor position in the document).
- 2: Insert a table of figures (points to the **Insert Table of Figures** button).
- 3: Insert Table of Figures (points to the button in the ribbon).
- 4: Styles (points to the **Formats** dropdown menu).
- 5: Type of label to create a table of figures (points to the **Caption label** dropdown menu).
- 6: Include both label and number (points to the **Include label and number** checkbox).
- 7: Separation between headings and page numbers (points to the **Tab leader** dropdown menu).
- 8: Show/hide page numbers (points to the **Show page numbers** checkbox).
- 9: Align page numbers to the right (points to the **Right align page numbers** checkbox).
- 10: OK button (points to the **OK** button).

1- Insert a table of figures

• Update a table of figures

File Home Insert Design Layout **References** Mailings Review View Foxit Reader PDF Tell me what you want to do...

Table of Contents Add Text Update Table Insert Endnote Next Footnote Show Notes Insert Citation Manage Sources Style: APA Bibliography Insert Table of Figures Update Table Cross-reference Mark Entry Insert Index Update Index Mark Citation

DANH MỤC HÌNH

Hình 1: Xuân đã về 2
Hình 2: Hạ buồn 4
Hình 3: Mùa đông không lạnh 5

Click the table of figures

Update Table of Figures ? X

Word is updating the table of figures. Select one of the following options:

☒ Update page numbers only
☐ Update entire table

OK Cancel

Only update page numbers
Update entire table of contents

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